

New Administrative Services Credential Standards and Proposal Submission Process

Preliminary Credential

The Commission's Handbook of *Standards of Quality and Effectiveness for Administrative Services Credentials* provides the new preconditions and program standards for programs preparing individuals for the Preliminary Administrative Services Credential. All current programs will be required to submit program proposals complying with these new preconditions and standards no later than January 15, 2006. The final date to admit candidates into current programs will be August 1, 2006. The Commission expects that new programs will be in place no later than September 1, 2006. The final date to recommend candidates for the Preliminary Administrative Services Credential based on completion of a current program will be August 1, 2008. The Commission has established six submission dates from which program sponsors may select to submit their new program proposals. Those submission dates are:

January 15, 2004

January 15, 2005

July 1, 2004

July 1, 2005

October 1, 2004

January 15, 2006

Professional Clear Credential

The new Handbook of *Standards of Quality and Effectiveness for Administrative Services Credentials* also provides the new preconditions and program standards for standards-based programs, and new guidelines for guidelines-based alternative programs, that prepare individuals for the Professional Clear Administrative Services Credential. The Commission will accept proposals for programs based either on the new standards or guidelines beginning April 1, 2004. All current standards-based programs will be required to submit program proposals complying with these new preconditions and standards no later than January 15, 2006. The final date to admit candidates into those current programs will be August 1, 2006. The Commission expects that new programs will be in place no later than September 1, 2006. The final date to recommend candidates for the Professional Clear Administrative Services Credential based on completion of a current program will be August 1, 2008. The Commission has established six submission dates from which program sponsors may select to submit their new program proposals. Those submission dates are:

April 1, 2004

January 15, 2005

July 1, 2004

July 1, 2005

October 1, 2004

January 15, 2006

For additional information please contact Jim Alford at jalford@ctc.ca.gov.